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TRD STAFF MEETING
15 June 1950

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Present:



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1. Mrs. [REDACTED] reported 12 students are entered for the SOC beginning 26 June; 16 for the OC (including the [REDACTED]) and 25X1C14c 21 for the AOC which will begin 10 July. The next administrative course will begin 26 June and is being held to a total of 20 students. Fifteen additional training requests for administrative training have been received and these students will be entered in the following class. The 26 June administrative course and those following will be combined to cover both headquarters and field administration and will be of two weeks' duration. All branch and division chiefs have been notified. Present plans call for running one two-week class a month but if there is a demand it can be run more frequently.

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2. The Records and Scheduling Office files are being reviewed. All class papers, notes, etc., in these older files are being destroyed. Any area papers will be sent to Mr. [REDACTED]. Training request forms and evaluations will continue to be kept on file indefinitely. In the future all students' papers will be kept by RSO for only six months.

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3. Mrs. [REDACTED] reported that the carpenters were beginning work on Building 14.

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4. Mr. [REDACTED] stated CTB was in the process of revising its filing system. Old material is being weeded out and a new master file will be set up.

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5. Mr. [REDACTED] reported that as of 9:00 this morning he had 107 dictaphone belts and 8 wire recordings on hand for transcription. A discussion followed as to time consumed in transcribing even one dictaphone belt--an average of 3½ to 4 hours. Mr. [REDACTED] suggested that [REDACTED] get together to work out instructions for transcription of dictaphone belts. 25X1A9a

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6. The date for the start of the Instructors' Training and Guidance course has been postponed for one month.

7. A discussion was had of the manuals for instruction purposes. They will be the basic document for the use of the instructors. In addition, however, outlines will be necessary for the instructors' lectures.

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S

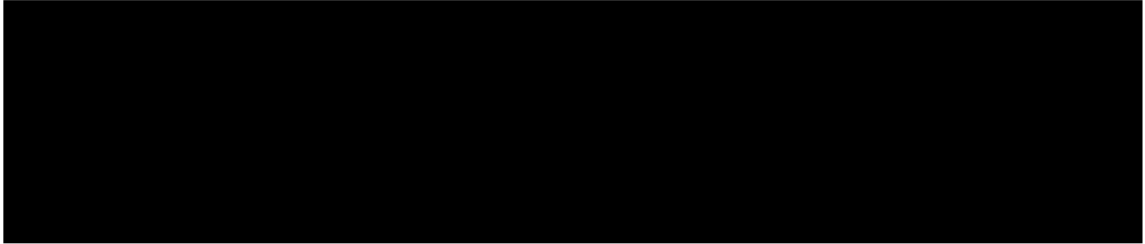
NDA Memo, 4 Mar 77

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9. [REDACTED] stated that at the last ADSO staff meeting a report on OSO security violations was made. ADSO stated that security violations must be cut down and strong measures, even to the extent of the dismissal of an employee, will be taken in the future. He directed all divisions to appoint security officers for each division.

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[REDACTED] is the security officer for TRD.

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10. The amalgamation of FDB and FDW of OSO has been effected. [REDACTED] is the division chief. North Africa formerly with FDW has been transferred to FDR.

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